



BUREAU OF
BUSINESS MANAGEMENT
DIVISION OF PROCUREMENT SERVICES
2600 Bull Street
Columbia, SC 29201-1708
Telephone (803) 898-3501 Fax (803) 898-3505
<http://www.scdhec.net/procurement>

DATE: November 14, 2006

AMENDMENT

BID #: RFQ-31063-11/28/06-MAR

AMENDMENT #: 1

CLOSING DATE: November 28, 2006

CLOSING TIME: 2:30 p.m. E.T.

PURPOSE: To provide Regional Training Services for the 2007 HIV Prevention Counseling Training.

Michelle Robinson
PROCUREMENT OFFICER: Michelle Robinson, CPPB

TELEPHONE # (803) 898-3469

Answer questions or clarify issues:

1) **VENDOR QUESTION:** What is the level of knowledge of the participants (i.e. counselors at health dept. social workers, etc)?

DHEC RESPONSE: Baseline knowledge level for most of the health department staff will be basic knowledge of their academic program area. Dependent upon their years of experience in STD/HIV/AIDS these individual will have varying levels of knowledge in regards to HIV related counseling issues and needs. It would be advantageous for the instructor to construct course delivery that encompasses the beginner to those with 2+ years of experience.

2) **VENDOR QUESTION:** Once participants complete the training, will they be considered as "certified"?

DHEC RESPONSE: Participants will receive a certificate of completion and CEU's when applicable.

3) **VENDOR QUESTION:** Is this training required or voluntary?

DHEC RESPONSE: Because the Division uses this training for our contractors who often use volunteers in service delivery the answer would be yes.

4) **VENDOR QUESTION:** What is the expected number of participants?

DHEC RESPONSE: Dependent upon the design of the curriculum, the number of participants allowed will vary. For example, if the course is largely didactic in delivery the number may be 25+. However, if the course is interactive with large and small group instruction, and/or task group activities, it may be limited to 16:1 instructor.

5) **VENDOR QUESTION:** Is the curriculum already developed or will the vendor be required to provide curriculum?

DHEC RESPONSE: Trainers must be certified as TOT through the completion of CDC required training for offering Counseling and Testing courses. Trainers will then use CDC approved curriculums and/or approved adaptations of the curriculums.

6) **VENDOR QUESTION:** Are the vendor qualifications required at the submission of the Request For Quotation?

DHEC RESPONSE: Yes.

7) **VENDOR QUESTION:** Under Item #2 - Where do the four 1-day trainings fit in? (i.e. will they be a part of the 2-day training)

DHEC RESPONSE: These are separate trainings in one or more locations. (i.e. the can be scheduled in two day blocks - one day in Columbia, the next in Florence)

Offerors/Bidders must acknowledge receipt of this amendment by signing and returning this form prior to the official bid opening date and time or include this signed form with bid response. Failure to acknowledge receipt of this amendment may result in rejection of your offer.

Company Name

Name of firm's representative

Telephone No.

Title of representative

Date

Signature (manual)

j:amendmen.doc 8/20/02